



Federation of Jewish Services Job Description

TITLE: Handyperson
PLACE OF WORK: Federation of Jewish Services
DEPT: Operations
RESPONSIBLE TO: Buildings Manager/ Operations Director
DATE JOB DESCRIPTION REVIEWED: October 2026

JOB PURPOSE:

We are looking for a reliable and skilled Handyperson to join our hands on team at The Fed at Heathlands Village in Prestwich.

The role will be to carry out a variety of basic repair and maintenance tasks around the site helping to keep the site up to date on maintenance and repairs ensuring we meet all Health and Safety Requirements

ESSENTIAL SKILLS

- Practical skills and experience in a variety of repair and maintenance tasks
 - Good communication and customer service skills
 - Ability to work independently and as part of a team
 - Attention to detail and problem solving skills
 - Basic understanding of Health and Safety Regulations
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QUALIFICATIONS

- Relevant vocational qualifications or apprentice in a trade such as carpentry or plumbing
 - Previous experience as a Handyperson or in a Maintenance role
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COMMITMENT TO OUR VALUES:

To work with both service users and colleagues, in a way which is in line with the values of the organisation, namely which:

- Supports people's right to privacy
- Respects people's dignity
- Recognises people's human rights
- Permits zero tolerance of all forms of abuse
- Enables people to maintain the maximum possible level of independence, choice and control
- Treats all people as individuals
- Supports people to freely express their needs and wants
- Demonstrates respect and integrity in all our work with people

Main duties and responsibilities:

1. Perform repairs to property as needed
2. Perform repairs to rooms in between residents preparing the room to be in good condition to be occupied
3. Perform routine and scheduled maintenance of rooms included but not limited to:
Painting and Decoration
Cleaning of gutters and Waste pipes
Outside Maintenance
Removing Rubbish
Clearing Drains
4. Prioritize work to complete assignments in a timely manner
5. Complete daily work record forms and job assignment sheets
6. Complete other paperwork as required
7. Changing light bulbs
8. Set up TV's in resident's rooms
9. Tiling and Grouting as needed
10. Re-glazing windows
11. Unblocking drains and ensuring drains are clear and unblocked
12. Jet washing outside areas
13. Carrying out repairs to furniture where possible
14. Repairs to nurse call system, add additional parts if needed as and when needed
i.e. add new call point to residents room.
15. General D.I.Y
16. Assemble furniture when needed
17. Re hanging doors
18. Putting up shelving
19. Conduct visual safety inspections throughout the work day, identify and report any unsafe conditions and correct as needed
20. Put up any adaption requirements as and when needed in residents rooms

General Responsibilities

- To work in accordance with the organisation's mission, vision, strategic plans, policies and procedures.
- To work in accordance with the General Social Care Council code of practice for social care workers and Care Quality Commission (CQC) regulations.
- To behave in a manner that reflects positively on the organisation at all times.
- To demonstrate a commitment to the safeguarding and welfare of vulnerable adults and children.
- To promote equality of opportunity and anti-discriminatory practices.
- To assist in monitoring and maintaining quality standards across the organisation.
- To demonstrate an understanding and commitment to the principles of confidentiality.
- To work in a manner that is sensitive and empathetic to the culture of the Jewish Community.
- At all times ensure effective and efficient use of the Federation of Jewish Services resources

Health & Safety

- All employees are subject to the Health & Safety at Work Act.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- To undertake duties and responsibilities in full accordance with the organisation's Health & Safety policy and procedures.
- To co-operate with policies and procedures to enable the organisation to comply with its obligation under Health & Safety legislation.
- To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.

Training and Development

- Participate fully in training and development in accordance with the organisations training plan and mandatory requirements.
- To attend and participate in supervision sessions and an annual personal review.
- To attend and participate in staff meetings.
- To contribute to the learning of other staff.
- To employ the skills and knowledge gained from training back in the work environment and to evidence your progression through measure of competencies in supervision with your manager.

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances, following discussion with the post holder.

Manager _____ Post Holder _____
(print name) (print name)

Signature _____ Signature _____

Date _____ Date _____